**Tadcaster Circuit Privacy Policy Jan 2019** *(updated in May)*

Please note this is in addition to the existing Methodist Church Policy, that can be found online( [*https://www.tmcp.org.uk/about/data-protection/managing-trustees-privacy-notice*](https://www.tmcp.org.uk/about/data-protection/managing-trustees-privacy-notice) ) or by speaking to a member of circuit staff.

It is Tadcaster Circuit Policy that the Preaching Plan will only contain the basic circuit contact details of the circuit staff. Previously kept contact details will instead be kept in our annual The Circuit Directory but will no longer available to the public, but instead copies will be given to stewards and circuit staff as well as private church building copies (to be stored securely).

For the majority of circuit and local church office holders (as well as active preaching Supernumerary Ministers, and Local Preachers) The Circuit strongly encourages permission to be given to share your preferred contact details or else fulfilling normal rolls and traditions may no longer be possible, for example providing a booking steward contact number, or advertising who is preaching the following Sunday). However, even if you decide not to give your permission to allow us to publicly share your preferred personal information there will still be a need to fill in up-to-date contact detail forms to ensure that we have the most accurate contact information and contact method preference.

A similar form will also be required for Church members and Adherents (to ensure we have correct contact information and contact method preference). These will be renewed every 3 years, additional office/role holder information added (to existing forms) or provided on entry into membership or when persons are recognised as regular attendees (this to be left to local church discretion).

**Online Servers and Data Storage**

Whilst we endeavour to do our best to meet all official regulations and guidelines, we recognise that the full extent of GDPR and its practises are still being worked out and applied, not just in the church, but across the secular workplace too. We recognise that the majority of the major email and cloud storage providers are not as clear as to where their servers are based and whilst we are doing all within what our ability and finances can allow, we are ultimately having to trust that their provision is being implemented in accordance with GDPR. We will continue to monitor this and update both our practice and policy as we are able.